



CONNECTICUT STATE DEPARTMENT OF EDUCATION

2017 Connecticut SAT School Day

*Accommodations Options for Special
Populations*

Terminology

- **Connecticut SAT School Day**: The required Connecticut State Assessment for grade 11 public school students for Language Arts and Mathematics.
- **College Board (CB)**: Testing Company that will provide the Connecticut SAT School Day.
- **SSD Coordinator**: School representative that registers students with CB for accommodations. **Services for Students with Disabilities (SSD).**
- **IEP**: INDIVIDUALIZED EDUCATION PROGRAM, document defining services for students with disabilities.
- **Section 504 Plan**: Section 504 requires recipients to provide to students with disabilities appropriate educational services designed to meet the individual needs of such students to the same extent as the needs of students without disabilities are met.
- **EL Students**: English Learners also referred to as English Language Learners (ELL).
- **SAA**: State-Allowed Accommodations.
- **AI Code**: Attending Institution code.
- **PSIS**: Public School Information System.



Testing Date

Primary Test Date:

Wednesday, April 5, 2017

Makeup Test Dates:

Tuesday, April 25, 2017

Or

Wednesday, April 26, 2017



Accommodation Options



College Reportable Accommodations

Deadline: 2/15/2017



CT State-Allowed Accommodations (SAA)

3/31/2017

Both options require entry on the same College Board SSD Online System

A screenshot of the College Board SSD Online System login page. The page has a white background with a green header bar. On the left, there is a "Sign In" section with fields for "Username" and "Password", a "Remember me" checkbox, and a "Sign In" button. Below these fields are links for "Forgot Username?" and "Forgot Password?". To the right of the "Sign In" section is a "Don't Have An Account? Sign-Up." section with a "Sign Up" button. On the far right, there is a yellow box titled "Other Tools" with text about visiting CollegeBoard.org for more information.

Who Is Involved in Accommodations Decisions?



Student: _____ Last Name, First Name DOB: _____ mm/dd/yyyy District: _____ Meeting Date: _____ mm/dd/yyyy

STATE AND DISTRICT TESTING AND ACCOMMODATIONS

STATEWIDE ASSESSMENTS AND DISTRICTWIDE ASSESSMENTS section must be completed

STATEWIDE ASSESSMENTS

Check the grade the student will be in when the test is given.

- ☐ Grade 3 ☐ Grade 4 ☐ Grade 5 ☐ Grade 6
☐ Grade 7 ☐ Grade 8 ☐ Grade 10 CAPT Science Only ☐ Grades PK-2, 9 or 12; testing not required
☐ Grade 11

Standard Assessments and Alternate Assessment

Smarter Balanced Assessments; Connecticut SAT and the CTAA include English Language Arts and Mathematics. ALL students in grades 5 & 8 will also take the CMT Science Test or CMT Skills Checklist Science. Students in Grade 10 will ONLY take the CAPT Science or CAPT Skills Checklist Science.

Assessment Options: (Select Only ONE Option.)

- ☐ 1. Smarter Balanced Assessments (Includes CMT Science for grades 5 & 8)
☐ 2. CTAA - CT Alternate Assessment* (Includes CMT Skills Checklist Science for grades 5 & 8)
☐ 3. Grade 10 ONLY (Select ONE): ☐ CAPT Science ☐ CAPT Skills Checklist Science
☐ 4. Grade 11 ONLY Connecticut SAT

Administration Options: (Select Only ONE Option.) Accommodations will be provided.

- ☐ Yes The student is participating in the Smarter Balanced Assessments or CAPT Science and requires designated supports and/or accommodations**
☐ Yes The student is participating in the Connecticut SAT and will request accommodations***

* CTAA for grades 3-8 & 11 and CMT/CAPT Science Skills Checklists Eligibility & Learner Characteristics Inventory (LCI) should be used for guidance on eligibility requirements. Provide a completed copy of the LCI to the district test coordinator for required registration of students assessed with the CT Alternate Assessment (CTAA) and the CMT/CAPT Science Skills Checklists. A PPT decision to assess the student using the CTAA and/or the CMT/CAPT Science Skills Checklists must be recorded on page 3 of the IEP, Prior Written Notice.

***If accommodations are given, attach a copy of the Test Supports/Accommodations Form to the IEP and provide a copy to the district test coordinator for required registration.

***Please note: There are two options for requesting accommodations. One option is through the College Board (CB) process: If all accommodations are approved through the CB process, test scores can be used for college admission and state accountability. The other option is through the State Allowed Accommodations (SAA) process: If accommodations are approved through the SAA process, test scores can ONLY be used for state accountability and NOT for college admission. Please make sure to discuss these options at a PPT meeting before completing this page of the IEP.

DISTRICTWIDE ASSESSMENTS

Check the grade(s) the student will be in when the tests are given.

- ☐ Grade Pre-K ☐ Grade K ☐ Grade 1 ☐ Grade 2 ☐ Grade 3
☐ Grade 4 ☐ Grade 5 ☐ Grade 6 ☐ Grade 7 ☐ Grade 8
☐ Grade 9 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12

DISTRICTWIDE ASSESSMENTS

(Select all appropriate options.)

- ☐ N/A - No districtwide assessments are scheduled during the term of this IEP.

- ☐ Alternate Assessment(s)

Alternate assessments must be specified and a statement provided for each as to why the child cannot participate in the standard assessment and why the particular alternate assessment selected is appropriate for the child.

Select one of the following options:

- ☐ No accommodations will be provided, OR
☐ Accommodations will be provided as specified on Page 8, OR
☐ Accommodations will be provided as specified below.



Accommodations for Students with an IEP

Student: _____ Last Name, First Name _____ DOB: _____ mm/dd/yyyy _____ District: _____ Meeting Date: _____ mm/dd/yyyy _____

Program Accommodations and Modifications - INCLUDING NONACADEMIC AND EXTRACURRICULAR ACTIVITIES/COLLABORATION/SUPPORT FOR SCHOOL PERSONNEL

Accommodations and Modifications to be provided to enable the child:	Sites/Activities Where Required and Duration
<ul style="list-style-type: none"> - To advance appropriately toward attaining his/her annual goals; - To be involved in and make progress in the general education curriculum; - To participate in extracurricular and other non-academic activities, and - To be educated and participate with other children with and without disabilities. 	
Accommodations may include Assistive Technology Devices and Services Materials/Books/Equipment: _____ _____ _____	
Tests/Quizzes/Assessments: _____ _____ _____	
Grading: _____ _____ _____	
Organization: _____ _____ _____	
Environment: _____ _____ _____	
Behavioral Interventions and Support: _____ _____ _____	
Instructional Strategies: _____ _____ _____	
Other: _____ _____ _____	

Note: When specifying required supports for personnel to implement this IEP, include the specific supports required, how often they are to be provided (frequency) and for how long (duration)

Frequency and Duration of Supports Required for School Personnel to implement this IEP include: _____



SECTION 504



SSD Coordinator Role and Responsibilities



Districts may have multiple SSD Coordinators in a school but there is only one primary SSD Coordinator.

Coordinates the collection, submission and delivery of students accommodations on the Connecticut SAT School Day test.

- Create a College Board Professional Account by completing the [SSD Coordinator Form](https://www.collegeboard.org/ssd), found on www.collegeboard.org/ssd
- Receive an access code to link your SSD Online access to your College Board professional account (First time only). A few may take 1-2 days to receive the access code.
- In order to gain access, schools will need an Attending Institution (AI) code issued by the College Board.
- Accommodation requests may begin once you receive your access code and have established an SSD Coordinator.

SSD Coordinator Role and Responsibilities

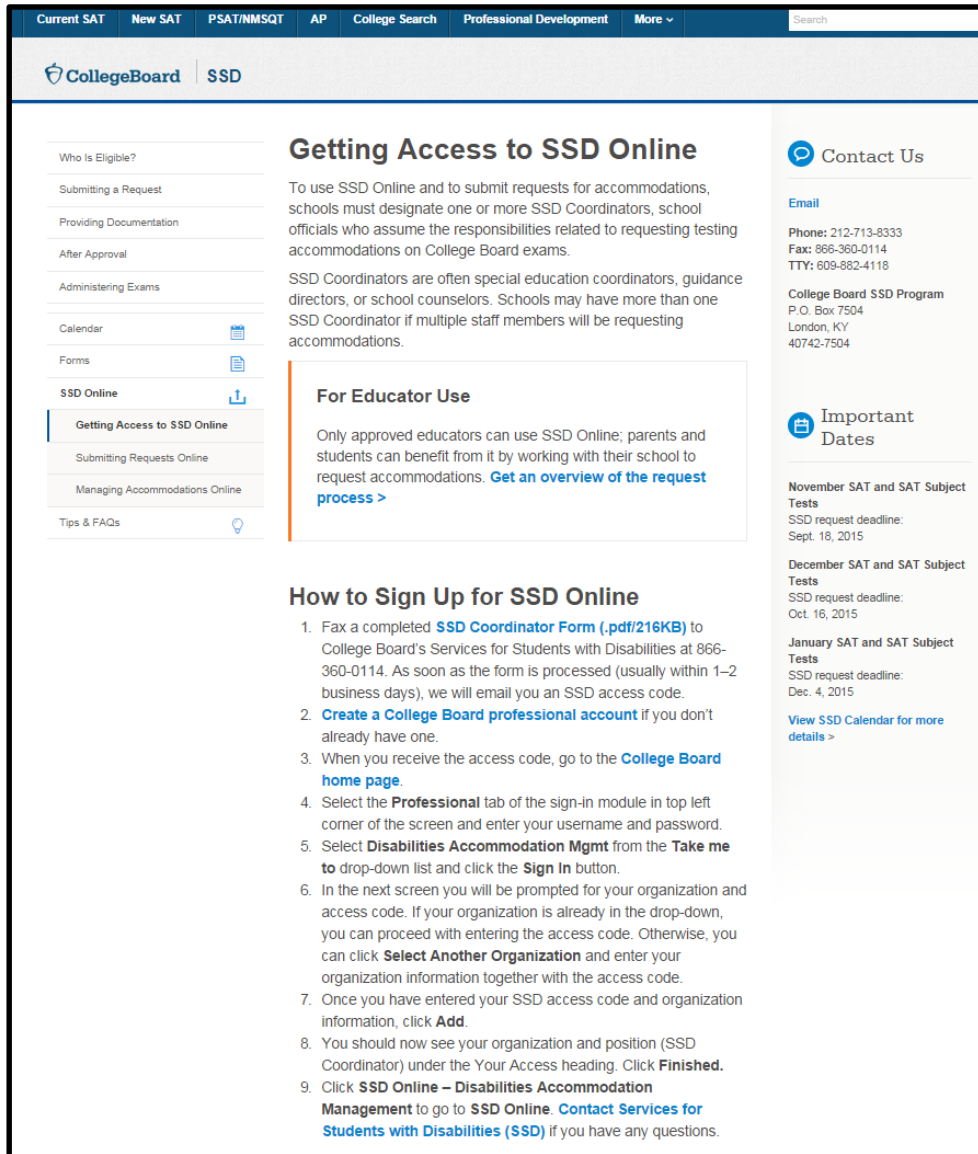



It's essential that an SSD Coordinator have access to students' documented information around accommodations needed during testing.

Other Duties:

- Being the school's liaison with College Board and CSDE for Students with Disabilities and EL students.
- Submitting accommodation requests for all students who request them at his/her school. Including Special Accommodation petition.
- Receive test materials for students on the Non-standard Administration Roster (NAR).
- Coordinating efforts to test students who have a non-standard administration of the test and appear on NAR.

Getting Access to College Board SSD Online System



The screenshot shows the College Board SSD Online System interface. The top navigation bar includes links for Current SAT, New SAT, PSAT/NMSQT, AP, College Search, Professional Development, and More. The main header features the CollegeBoard logo and the SSD label. On the left, a sidebar menu lists various options: Who Is Eligible?, Submitting a Request, Providing Documentation, After Approval, Administering Exams, Calendar, Forms, SSD Online (highlighted), Getting Access to SSD Online (sub-highlighted), Submitting Requests Online, Managing Accommodations Online, and Tips & FAQs. The main content area is titled 'Getting Access to SSD Online' and contains two paragraphs explaining the process and the role of SSD Coordinators. Below this, a section titled 'For Educator Use' provides instructions for approved educators. A detailed 'How to Sign Up for SSD Online' section follows, consisting of nine numbered steps. On the right side, there are sections for 'Contact Us' (including phone, fax, TTY, and address) and 'Important Dates' (listing deadlines for November, December, and January SAT and SAT Subject Tests, along with a link to view the SSD calendar).

Getting Access to SSD Online

To use SSD Online and to submit requests for accommodations, schools must designate one or more SSD Coordinators, school officials who assume the responsibilities related to requesting testing accommodations on College Board exams.

SSD Coordinators are often special education coordinators, guidance directors, or school counselors. Schools may have more than one SSD Coordinator if multiple staff members will be requesting accommodations.

For Educator Use

Only approved educators can use SSD Online; parents and students can benefit from it by working with their school to request accommodations. [Get an overview of the request process >](#)

How to Sign Up for SSD Online

1. Fax a completed [SSD Coordinator Form \(.pdf/216KB\)](#) to College Board's Services for Students with Disabilities at 866-360-0114. As soon as the form is processed (usually within 1–2 business days), we will email you an SSD access code.
2. [Create a College Board professional account](#) if you don't already have one.
3. When you receive the access code, go to the [College Board home page](#).
4. Select the **Professional** tab of the sign-in module in top left corner of the screen and enter your username and password.
5. Select **Disabilities Accommodation Mgmt** from the **Take me to** drop-down list and click the **Sign In** button.
6. In the next screen you will be prompted for your organization and access code. If your organization is already in the drop-down, you can proceed with entering the access code. Otherwise, you can click **Select Another Organization** and enter your organization information together with the access code.
7. Once you have entered your SSD access code and organization information, click **Add**.
8. You should now see your organization and position (SSD Coordinator) under the Your Access heading. Click **Finished**.
9. Click **SSD Online – Disabilities Accommodation Management** to go to **SSD Online**. [Contact Services for Students with Disabilities \(SSD\)](#) if you have any questions.

Contact Us

Email

Phone: 212-713-8333
Fax: 866-360-0114
TTY: 609-882-4118

College Board SSD Program
P.O. Box 7504
London, KY
40742-7504

Important Dates

November SAT and SAT Subject Tests
SSD request deadline:
Sept. 18, 2015


December SAT and SAT Subject Tests
SSD request deadline:
Oct. 16, 2015

January SAT and SAT Subject Tests
SSD request deadline:
Dec. 4, 2015

[View SSD Calendar for more details >](#)



College Board SSD Online System

[SAT](#) [AP](#) [College Planning](#) [College Search](#) [Professional Development](#) [Store](#) [More ▾](#) 

Get Help: [Student](#) / [Professional](#)

Welcome

Sign In

☐ Remember me

[Forgot Username? Forgot Password?](#)

Don't Have An Account? Sign-Up.

Create your College Board account today to get started:

- **Students** can register for exams, get test scores, find colleges, learn about financial aid, and more.
- **Education professionals** can access tools and services designed to support their work, including online reports, test ordering, recruitment support, financial aid solutions, and more.

Other Tools

Welcome to the College Board

Visit CollegeBoard.org to explore more of what the College Board can do to help Students reach their potential and assist Education Professionals in achieving their missions.

College Board

About Us

Careers

Advocacy

Membership

News & Press

Research

Site Map

Compliance

Terms of Use

Privacy Policy

En Español

Doing Business

Our Programs

SAT[®]

SAT Subject Tests[™]

AP[®]

PSAT/NMSQT[®]

PSAT[™] 10

PSAT[™] 8/9


ACCUPLACER[®]


CLEP[®]





SpringBoard[®]


Services for Students with Disabilities

CSS/Financial Aid PROFILE[®]

Help 

Contact Us 

Follow Us    

Give Us Feedback 



Accommodation Requests- College Reportable

**All accommodations must be entered into the
College Board SSD system by
February 15, 2017.**

A late request window will be supported for the following reasons:

- Students who are newly enrolled at the school.
- Students who are newly classified at an eligible grade level.
- Students who have a newly identified plan/disability.



Connecticut SAT School Day Accommodations Chart

	College Reportable Accommodations	Connecticut State-Allowed Accommodations for State Accountability
Students with Disabilities	Used for accountability and college admission	Used for accountability purposes only
	<ul style="list-style-type: none"> • Braille Booklets • Text-to-Speech for all test content (CB MP3 audio) • Large Print Booklet • Color Overlay • Noise Buffering • Magnification Device • Computer Response • Scribe • Speech-to-Text (CB Assistive Technology) • Specialized Calculator • Abacus • Multiplication table • Time Extension • Separate Setting • American Sign Language (ASL)- test directions only • Signed Exact English -test directions and test content 	<ul style="list-style-type: none"> • Sign Language - test content • Sign Language – student responses
English Learners	Used for accountability and college admission	Used for accountability purposes only
	<ul style="list-style-type: none"> • Written Directions in Spanish, Arabic, Portuguese, Polish, Mandarin ,Haitian-Creole, Russian, Vietnamese - No need to request, download available • Native Language Reader – test directions only-- No need to request 	<ul style="list-style-type: none"> • Time Extension • Bilingual Dictionary Word-to-Word Translation-

Time Extension vs. Extra Breaks

Time Extension allows the student extra time to complete the test. This is time working in the text booklet.

Extra Breaks allows the student breaks from testing. The test booklet remain **closed** during the break.



TIME EXTENSION

Things to Consider:

- Provided to students whose disabilities or processing or physical needs require additional time to complete a timed assessment.
- Available as 50% or 100% time extension. With 100% extended time the student may need to be tested over 2 days.
- Available for Evidence Based Reading/Writing or Mathematics or for both.
- Student must remain in room for all of the extended time requested even if they finish early.
- Students approved for time extension automatically receive extra breaks.



College Board SSD Online System

SSD Online System

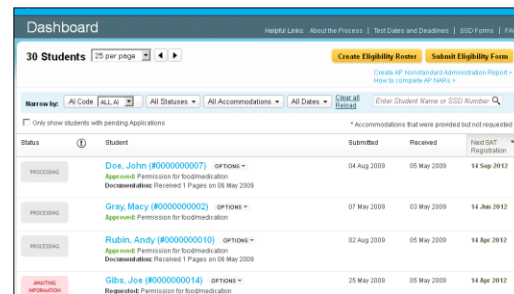
www.collegeboard.org/ssdonline

Request not Required

- Translated test directions
- Native Language Reader

College Reportable Accommodations

State Allowed Accommodations



Dashboard

30 Students | 25 per page

Create Eligibility Roster Submit Eligibility Forms

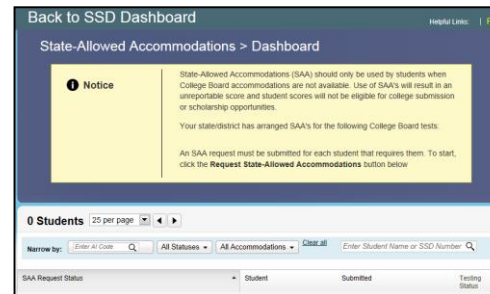
Narrow by: All Code ALL AI All Statuses All Accommodations All Dates Submit All

Enter Student Name or SSD Number

Only show students with pending Applications

Accommodations that were provided but not requested

Status	Student	Submitted	Received	Next SAT Registration
PROCESSING	Doe, John (#0000000007) OPTIONS + Approved: Permission for food medication Documentation Received: 1 Pages on 08 May 2009	04 Aug 2009	05 May 2009	14 Sep 2012
PROCESSING	Gray, Macy (#0000000002) OPTIONS + Approved: Permission for food medication	07 May 2009	03 May 2009	14 Sep 2012
PROCESSING	Rubin, Andy (#0000000010) OPTIONS + Approved: Permission for food medication Documentation Received: 1 Pages on 08 May 2009	02 Aug 2009	05 May 2009	14 Sep 2012
PENDING INFORMATION	Gibbs, Joe (#0000000014) OPTIONS + Requested: Permission for food medication	25 May 2009	05 May 2009	14 Sep 2012



Back to SSD Dashboard

State-Allowed Accommodations > Dashboard

Notice

State-Allowed Accommodations (SAA) should only be used by students when College Board accommodations are not available. Use of SAA's will result in an unreportable score and student scores will not be eligible for college submission or scholarship opportunities.

Your state/district has arranged SAA's for the following College Board tests:

An SAA request must be submitted for each student that requires them. To start, click the Request State-Allowed Accommodations button below.

0 Students | 25 per page

Narrow by: Enter AI Code All Statuses All Accommodations Submit All

Enter Student Name or SSD Number

SAA Request Status Student Submitted Testing Status

- All Others – see chart

- Sign Language - test content
- Sign Language – student responses
- EL Time Extension
- EL Bilingual Dictionary Word-to-Word Translation



Requesting College Board Accommodations For College Reportable Scores

- **Online request process** - Log in at any time to see status of students' request or to print a list of approved students. Go to: www.collegeboard.org/ssdonline

Dashboard

Helpful Links: [About the Process](#) | [Test Dates and Deadlines](#) | [SSD Forms](#) | [FAQ](#)

30 Students

25 per page

◀ ▶

Create Eligibility Roster

Submit Eligibility Form

Create AP Nonstandard Administration Report >
How to complete AP NARs >

Narrow by:

AI Code ALL AI

All Statuses

All Accommodations

All Dates

Clear all Reload

Enter Student Name or SSD Number

☐ Only show students with pending Applications

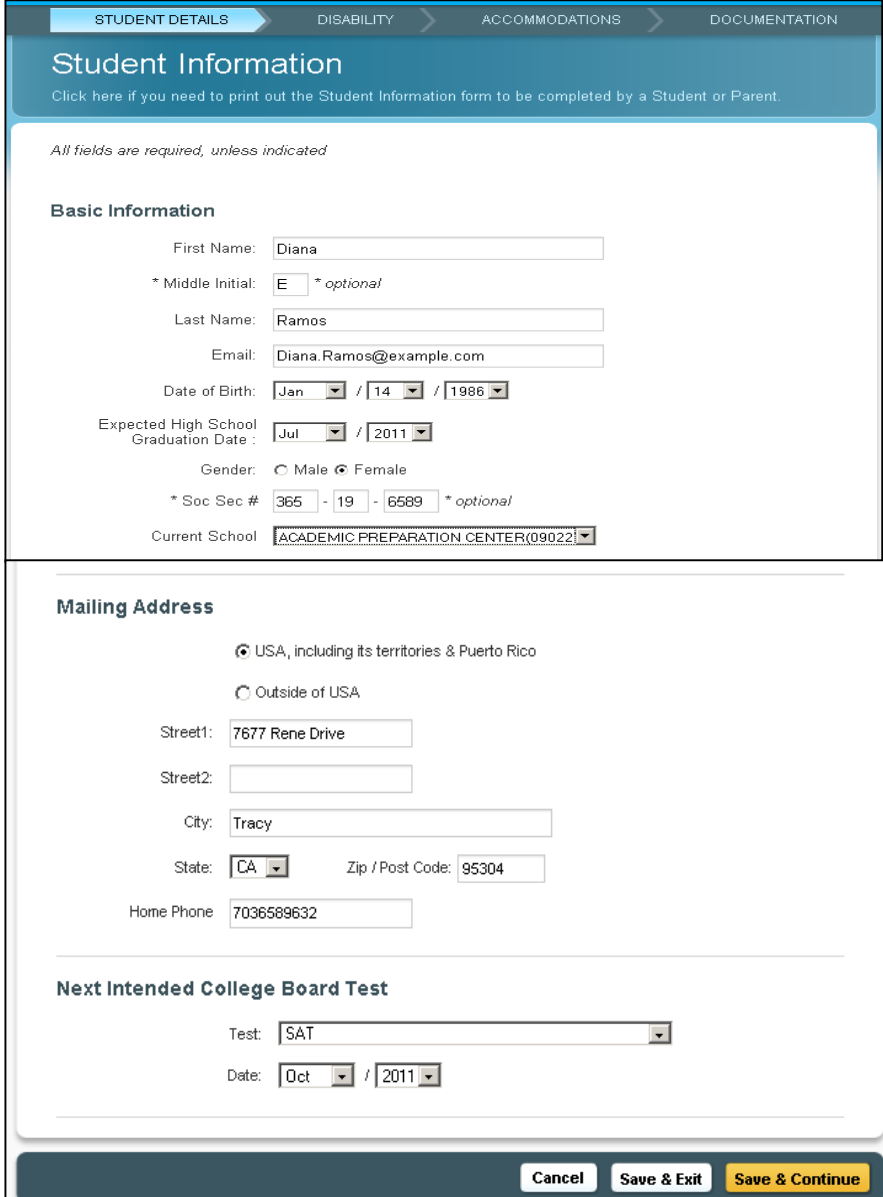
* Accommodations that were provided but not requested

Status	Student	Submitted	Received	Next SAT Registration
PROCESSING	Doe, John (#0000000007) OPTIONS Approved: Permission for food/medication Documentation: Received 1 Pages on 06 May 2009	04 Aug 2009	05 May 2009	14 Sep 2012
PROCESSING	Gray, Macy (#0000000002) OPTIONS Approved: Permission for food/medication	07 May 2009	03 May 2009	14 Jun 2012
PROCESSING	Rubin, Andy (#0000000010) OPTIONS Approved: Permission for food/medication Documentation: Received 1 Pages on 06 May 2009	02 Aug 2009	05 May 2009	14 Apr 2012
AWAITING INFORMATION	Gibs, Joe (#0000000014) OPTIONS Requested: Permission for food/medication	25 May 2009	05 May 2009	14 Apr 2012



Application Process – New Requests

- **Enter** basic student information
- The IEP, 504 Plan or EL Plan gives consent so no parent consent form needs to be submitted.



The screenshot shows a web application for entering student information. At the top, there are four tabs: STUDENT DETAILS (selected), DISABILITY, ACCOMMODATIONS, and DOCUMENTATION. Below the tabs is the title "Student Information" and a link: "Click here if you need to print out the Student Information form to be completed by a Student or Parent." A note states: "All fields are required, unless indicated".

The form is divided into two main sections: "Basic Information" and "Mailing Address".

Basic Information

- First Name: Diana
- * Middle Initial: E * optional
- Last Name: Ramos
- Email: Diana.Ramos@example.com
- Date of Birth: Jan / 14 / 1986
- Expected High School Graduation Date: Jul / 2011
- Gender: ☐ Male ☒ Female
- * Soc Sec #: 365 - 19 - 6589 * optional
- Current School: ACADEMIC PREPARATION CENTER(09022)

Mailing Address

- ☒ USA, including its territories & Puerto Rico
- ☐ Outside of USA
- Street1: 7677 Rene Drive
- Street2:
- City: Tracy
- State: CA Zip / Post Code: 95304
- Home Phone: 7036589632

Next Intended College Board Test

- Test: SAT
- Date: Oct / 2011

At the bottom right, there are three buttons: Cancel, Save & Exit, and Save & Continue.



Application Process – New Requests

- **Answer questions** about student's disability, requested accommodations, and available documentation via SSD Online

The screenshot shows the CollegeBoard SSD Online interface. The browser address bar displays 'https://ssd.collegeboa...'. The page header includes the CollegeBoard logo and 'Services for Students with Disabilities' with links for 'My Account' and 'Logout'. A navigation bar contains tabs for 'STUDENT DETAILS', 'DISABILITY', 'ACCOMMODATIONS', and 'DOCUMENTATION'. The 'DISABILITY' tab is active, showing the 'Student Disability' section. Below this, a message states: 'Please indicate the student's diagnosed disability. Check all that apply. You may view disabilities by category or alphabetically. If the student's disability is not listed, use "Other".' There are two tabs: 'By Category' (selected) and 'Alphabetical Listing'. A link to 'Click to view Disability Documentation Guidelines' is also present. The 'Selected Disabilities' section shows 'Diabetes' is selected. Below this, a list of categories is shown with expand/collapse arrows: Learning Disorder, AD/HD, Hearing, Autism Spectrum Disorders, Visual, Physical/Medical (1 selected), Communication Disorder/Speech and Language, Intellectual Disability, and Psychiatric. The 'Psychiatric' category is expanded, revealing a list of specific disorders with checkboxes: Generalized Anxiety Disorder, Panic Disorder, Post-Traumatic Stress Disorder, Depression/Depressive Disorder, Bipolar Disorder, Obsessive-Compulsive Disorder, Schizophrenia Spectrum Disorder, Oppositional Defiant Disorder, and Tourette's Syndrome/Tic Disorder.



Application Process – New Requests

NO additional documentation needs to be sent to CB. If prompted for additional documentation upload the Connecticut **SAT SSD Form** into the SSD system instead of any documentation.

State of Connecticut – Department of Education
Grade 11 Connecticut SAT

During the online request process, in some cases, the system may request documentation. For the April 27th Connecticut SAT **only**, if documentation is required for review, use this form when documentation is requested. Submit this documentation online by selecting Upload Documentation Now. **No additional documentation is needed.**



CollegeBoard My Account | Logout
Services for Students with Disabilities

Your Accommodation Request Is Ready to Submit

In order for us to determine if the requested accommodations are appropriate, you will need to provide documentation of the student's disability and need for accommodations. Based on the student's disability and requested accommodations, the documentation listed below will best assist in determining whether the student is eligible for the requested accommodations. This is not an exclusive list. Please send any additional documentation that you believe will assist us in determining the student's need for accommodations.

Requested Documentation

No Documentation is Required

Student Information

Please confirm the information below and make any changes prior to your final submission. When you are ready click the Submit button at the bottom of the page.

BASIC INFORMATION Name: John Doe Date of Birth: Jan 1, 1997 Expected High School Graduation Date: Jun, 2016 Gender: Male Edit	MAILING ADDRESS 1425 Lower Ferry Rd Ewing, NJ 08618 , US Home Phone: (222)111-5555 Email: Edit	SCHOOL INFORMATION High School Code: 311262 High School Name: ETS HIGH SCHOOL/MARGO MERIWETHER SCHOOL ADDRESS Rosedale Road Princeton, NJ 08541, US
---	---	--

Selected Disability

Disorder of Written Expression, Central Auditory Processing, Convergence Insufficiency
[Edit](#)

Selected Accommodations

Extra / Extended Breaks: **Extra B**
[Edit](#)

Additional information may be collected by CSDE.

Uploading SAT SSD Form

1. “Upload Documentation Now” button to attach and upload [SAT SSD Form](#).
2. Submit request.

Dashboard

30 Students | 25 per page

Narrow by: AI Code [ALL AI] | All Statuses | All Accommodations

☐ Only show students with pending Applications

Status	Student	Options
PROCESSING	Doe, John (#0000000007) Approved: Permission for food/medication Documentation: Received 1 Pages on 06 May 2009	OPTIONS
PROCESSING	Gray, Macy (#0000000002) Approved: Permission for food/medication	OPTIONS
PROCESSING	Rubin, Andy (#0000000010) Approved: Permission for food/medication Documentation: Received 1 Pages on 06 May 2009	OPTIONS
AWAITING INF	Gibs, Joe (#0000000014)	OPTIONS

Submit Documentation [X] Close

This request requires documentation to support the student's need for accommodations. Documentation can be submitted online or can be faxed to Services for Students with Disabilities. Please select from one of the options below.

To submit documentation at a later time, go back to your Dashboard and select Options next to the student's name on your Dashboard and chose your preferred method of submission.

Please note that only Adobe Acrobat .pdf documents can be submitted online at this time. Other types of documents are not currently supported and will need to be faxed.

Upload Documentation Now | **Fax Documentation Now** | **Back to Dashboard**

Navigate student to Upload Documents page | Submit request for accommodations and navigate Coordinator to coversheet | Submit request for accommodations and navigate Coordinator to dashboard

Print | Cancel | Save & Exit | Submit

site map | contact us | about us | press | careers | link to us | compliance | terms of use | privacy policy
© 2013 The College Board

TRUSTe CERTIFIED PRIVACY

3. Check your dashboard for approval status.

A proposed update to SSD website by College Board in January 2017 will eliminate this process. You will be notified when this has been changed.



Accommodations – Already Approved

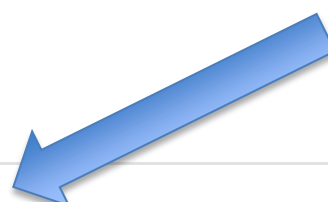
Doe, John (#0000000007) <small>OPTIONS ▾</small> Approved: Permission for food/medication Documentation: Received 1 Pages on 06 May 2009	04 Aug 2009	05 May 2009	14 Sep 2012
Gray, Macy (#0000000002) <small>OPTIONS ▾</small> Approved: Permission for food/medication	07 May 2009	03 May 2009	14 Jun 2012
Rubin, Andy (#0000000010) <small>OPTIONS ▾</small> Approved: Permission for food/medication Documentation: Received 1 Pages on 06 May 2009	02 Aug 2009	05 May 2009	14 Apr 2012

- Students with **Approved** accommodations through College Board from previous years, require **no** action **unless** you need to make changes.
- Test Materials will be shipped for these students based on the test materials needed for their existing approved accommodation in the SSD Dashboard.



Changing an Accommodation Request

Status ▾	! Student
DECIDED	Xerox, Fourtest (#0007554601) OPTIONS ▾ NOT Approved Documentation: Received 2 Pages on 05 Aug 2015
DECIDED	Ssdprodtestb, Studentb (#0007000002) OPTIONS ▾ Approved: Writing +50% (time and 1/2), Reading +50% (time and 1/2) Documentation: Received 2 Pages on 31 Jul 2015



View Decision Letter

Create change Request

Resubmit Request

1. Click on the **OPTIONS ▾** button
2. Choose Create change Request

Accommodations – Changes to Previously Submitted Requests

- Print, complete, and fax in the change request form to College Board's secure electronic document system.

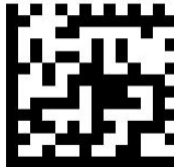
AFTER SUBMISSION:
Check the SSD Dashboard
for status change to
Document Review



↑
Insert this end into fax machine
Please ensure all attached pages are facing in the same direction

Cover Sheet
Use this page as your submission cover sheet.
PLEASE DO NOT ATTACH AN ADDITIONAL COVER SHEET TO THIS DOCUMENT WHEN FAXING.

Student Name: **Emily Breen**
SSD#: **0007546816**
High School: **ETS HIGH SCHOOL/MARGO MERIWETHER**
Grade: **11th Grade**

R0007546816


To: **College Board Services for Students with Disabilities**

FAX INFORMATION
Fax Number: **(866) 360-0114**
Attention: **College Board Services for Students with Disabilities**
Number of pages:
(including cover sheet)

SSD COORDINATOR CONTACT INFO:
Name: **Mithun Roy**
Phone:
Email: **mithun.roy026@gmail.com**
Fax:

SELECT REQUEST OPTION(S):

☐ Resubmission of Previously Denied Request
☐ Request to Add or Remove Accommodations from Approved Request

COMPLETE THIS SECTION FOR RESUBMISSION OF PREVIOUSLY DENIED REQUEST

Please check any previously denied accommodations that you wish to have re-reviewed:

EXTRA / EXTENDED BREAKS
☐ Permission to Test Blood Sugar

State-Allowed Accommodations (SAA)

Unique Accommodations

SAA Scores can **ONLY be used for state accountability and **NOT** college reportable.**

Students with an IEP or Section 504 Plan

- Sign Language for test content and test questions- This includes whichever version of signing the student typically receives. (i.e. cued speech)
- Student signed responses

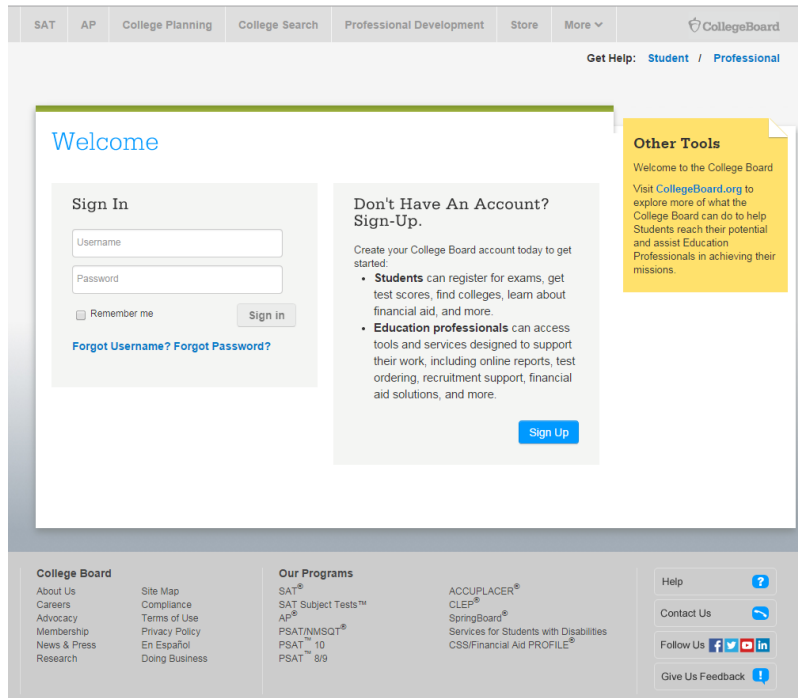
English Learners (EL) Students

- Time Extension 50%, 100%, or >100%
(*100% requires administration over 2 days*)
- Bilingual Word for Word Dictionary

**SAA can be requested on [SSD Accommodation website](#)
Starting on **Monday March 6, 2017** until **Friday March 31, 2017****



State-Allowed Accommodations (SAA)



The screenshot shows the College Board website's login and sign-up interface. At the top, there are navigation links for SAT, AP, College Planning, College Search, Professional Development, Store, and More. A 'Get Help' link is available for both Student and Professional users. The main content area features a 'Welcome' message, a 'Sign In' section with fields for Username and Password, and a 'Don't Have An Account? Sign-Up.' section. The sign-up section includes a 'Sign Up' button and a list of benefits for students and education professionals. A yellow 'Other Tools' box on the right provides additional resources. The footer contains links for College Board, Our Programs, and Help.

Enter on [SSD Accommodation website](#)

SAA Scores can **ONLY** be used for state accountability scores.

SAA are **ONLY** available for CT SAT School Day Test.

SAA scores are meant **ONLY** for selected students whose accommodation needs cannot be presently granted by College Board.

SAA requests are automatically confirmed.

SAA can be requested on [SSD Accommodation website](#)
Starting on **Monday March 6, 2017** until **Friday March 31, 2017**



Requests for CT State Allowed Accommodations

For Non-College Reportable Scores

- To access the State-Allowed (SAA) Accommodation Dashboard, click the link in the upper left hand corner.

Dashboard Helpful Links: [About the Process](#) | [Test Dates and Deadlines](#) | [SSD Forms](#) | [FAQ](#)

4 Announcements Show ▾

0 Students 25 per page ▾ ◀ ▶ Create Eligibility Roster Merge Students

[Go To State-Allowed Accommodation Dashboard >](#) [Create Nonstandard Administration Report >](#)
[How to complete NARs >](#)

Narrow by: 🔍 All Statuses ▾ All Accommodations ▾ All Dates ▾ [Clear all](#) 🔍

☐ Only show students with pending Applications ☐ Only show students with missing data * Accommodations that were provided but not requested

Status	Student	Submitted	Received	Next SAT Registration
--------	---------	-----------	----------	-----------------------



Accommodation Request – State-Allowed

[Back to SSD Dashboard](#)[Helpful Links: | FAQ](#)

State-Allowed Accommodations > Dashboard

i Notice

State-Allowed Accommodations (SAA) should only be used by students when College Board accommodations are not available. Use of SAA's will result in an unreportable score and student scores will not be eligible for college submission or scholarship opportunities.

Your state/district has arranged SAA's for the following College Board tests:

An SAA request must be submitted for each student that requires them. To start, click the **Request State-Allowed Accommodations** button below

0 Students 25 per page ◿ ◀ ▶

Narrow by: Q

All Statuses ▾

All Accommodations ▾

[Clear all](#)

Q

SAA Request Status ▲	Student	Submitted	Testing Status
----------------------	---------	-----------	----------------



State Allowed Accommodation Request

Step 1:
Enter basic
student
information

< Back to SSD Dashboard Helpful Links: Consent Form | FAQs

State-Allowed Accommodations: Student Information

Important Message: Please remember that the use of State-Allowed Accommodations will result in unreportable test scores.

Notice: Your state/district has arranged SAA's for the following College Board tests:
SAT School-Day, March 1, 2015, (11th)
SAT School-Day, March 1, 2015, (12th)

All fields are required, unless indicated

Basic Information

First Name:

* Middle Initial: *optional

Last Name:

* Email: *optional

Date of Birth: / /

Expected High School Graduation Date: /

Gender: ☐ Male ☐ Female

* Soc Sec #: - - *optional

Current School:

Mailing Address

☒ USA, including its territories & Puerto Rico
☐ Outside of USA

Street1:

Street2:

City:

State: Zip / Post Code:



State Allowed Accommodation Request

Step 2: Confirm Student Information

CollegeBoard My Account | Logout
Services for Students with Disabilities

< Back to SSD Dashboard Helpful Links: Consent Form | FAQs

State-Allowed Accommodations: Confirm Student Information

Important Message: Please remember that the use of State-Allowed Accommodations will result in unreportable test scores.

Please review the student information below. Click **Edit** to make any changes.

BASIC INFORMATION Name: Larry Walker Date of Birth: Jan 1, 2002 Expected High School Graduation Date: Jan, 2016 Gender: M	MAILING ADDRESS 123 Main Street Los Angeles, CA 08977 , US Email: lwalker@yahoo.com	SCHOOL INFORMATION High School Code: 051585 High School Name: WESTSIDE COMMUNITY ADULT SCHOOL SCHOOL ADDRESS 7850 Melrose Avenue Los Angeles, CA 90046, US
--	--	---

Edit **Cancel** **Save & Continue**



State Allowed Accommodation Request

Step 3:
Select the
specific State
Allowed
Accommodation

The screenshot shows the CollegeBoard 'State-Allowed Accommodations: Select Accommodations' page. At the top, there's a blue header with the CollegeBoard logo and 'Services for Students with Disabilities'. Below this is a navigation bar with '< Back to SSD Dashboard' and 'Helpful Links: Consent Form | FAQs'. The main heading is 'State-Allowed Accommodations: Select Accommodations'. An 'Important Message' in red text states: 'Please remember that the use of State-Allowed Accommodations will result in unreportable test scores.' The user is prompted to 'Choose the State-Allowed Accommodations needed by Larry Walker for the SAT School-Day March 1, 2015 test.' A note mentions that Larry has also requested or been approved for College Board accommodations: 'College Board Approved: Magnifier, Extra Breaks' and 'Under College Board Review: Permission to Test Blood Sugar'. The 'State-Allowed Accommodations' section lists various options with checkboxes, including 'Extended Time', 'Late Start', 'Reader', 'Sign Language Interpreter', 'Assistive Technology', 'Large Print Test Book', 'Braille', 'Use of Bilingual Dictionary', 'Cassette Test Book', 'Computer (Word Processor For Essays)', 'Braille', 'Clarification of Directions', and 'Other State Accommodations'. A red box on the right side of the list states: 'If a LPA is similar to a College Board approved accommodation for the student, the LPA cannot be selected.' At the bottom, there are three buttons: 'Cancel', 'Save & Exit', and 'Save & Continue'.

CollegeBoard

My Account | Logout

Services for Students with Disabilities

< Back to SSD Dashboard

Helpful Links: Consent Form | FAQs

State-Allowed Accommodations: Select Accommodations

Important Message: Please remember that the use of State-Allowed Accommodations will result in unreportable test scores.

Choose the State-Allowed Accommodations needed by Larry Walker for the SAT School-Day March 1, 2015 test.

Note: Our records show that Larry has also requested or been approved to use the following College Board accommodations:
College Board Approved: Magnifier, Extra Breaks
Under College Board Review: Permission to Test Blood Sugar

State-Allowed Accommodations:
Click [here](#) for information on State-Allowed Accommodation mappings for your district or state.

- ☐ State-Only - Extended Time (Same Day)
- ☐ State-Only - Extended Time (Multiple Days)
- ☐ State-Only - Extra and/or Extended Breaks
- ☐ State-Only - Late Start
- ☐ State-Only - Alternate Location
- ☐ State-Only - One-to-One Testing
- ☐ State-Only - Small Group Testing
- ☐ State-Only - Reader
- ☐ State-Only - Sign Language Interpreter
- ☐ State-Only - Assistive Technology
- ☐ State-Only - Large Print Test Book (20 point)
- ☐ State-Only - Braille
- ☐ State-Only - Use of Bilingual Dictionary
- ☐ State-Only - Cassette Test Book
- ☐ State-Only - Computer (Word Processor For Essays)
- ☐ State-Only - Braille
- ☐ State-Only - Clarification of Directions
- ☐ State-Only - Other State Accommodations

If a LPA is similar to a College Board approved accommodation for the student, the LPA cannot be selected

Cancel Save & Exit Save & Continue



State Allowed Accommodation Request

Step 4: Review and submit request.

CollegeBoard My Account | Logout
Services for Students with Disabilities

< Back to SSD Dashboard Helpful Links: Consent Form | FAQ

State-Allowed Accommodations: Review and Submit

Important Message: Please remember that the use of State-Allowed Accommodations will result in unreportable test scores.

Student Information

Please confirm the information below and make any changes needed.

BASIC INFORMATION Name: Larry Walker Date of Birth: Jan 1, 2002 Expected High School Graduation Date: Jun, 2016 Gender: Male	MAILING ADDRESS 123 Main Street Los Angeles, CA 90977, US Email: lwalker@yahoo.com	SCHOOL INFORMATION High School Code: 051585 High School Name: WESTSIDE COMMUNITY ADULT SCHOOL SCHOOL ADDRESS 7850 Melrose Avenue Los Angeles, CA 90046, US
---	---	---

[Edit](#)

State-Allowed Accommodations

Bilingual Dictionary

[Edit](#)

Consent Form

A signed consent form is required for each student requesting State-Allowed Accommodations. The form must be signed by the student's parent/guardian, if the student is under 18, or by the student if 18 or over. The school should maintain the signed form with the student's records. It does not need to be sent to the College Board. A blank consent form can be viewed and printed at the [Consent Form for State-Allowed Accommodations](#).

Is there a signed consent form on file with the school?

☐ Yes, I have a copy of the signed consent form on file.
☐ No

If you do not have a signed consent form, print the [Consent Form for State-Allowed Accommodations](#). Click the Save & Edit button, below, to save the information you have entered so far. Once you have obtained a signature, locate the student's name on the State-Allowed Accommodations dashboard, and select "Edit State-Allowed Accommodation Request" next to the student's name, to submit the request.

Confirming Information

☐ I verify that the information provided in my responses above is true and accurate. I also acknowledge that I am aware that because State-Allowed Accommodations are not reviewed or approved by the College Board's Services for Students with Disabilities, the student's scores for the [test] [state] test administration will not be reported to the student, to colleges, or for scholarship opportunities.

[Save & Exit](#) [Submit](#)



Practice Resources for Accommodated Testers

- Practice tests for assistive technology can be found at:
<https://collegereadiness.collegeboard.org/sat/practice/full-length-practice-test-assistive-technology>
- Practice tests for MP3 audio can be found at:
<https://www.collegeboard.org/students-with-disabilities/after-approval/taking-sat-accommodations>
- Practice tests for Braille and large print may be requested by contacting SSD Customer Service (212-713-8333) or
ssd@info.collegeboard.org.



EL Accommodations and Considerations

- What process will be used to determine which accommodations are needed for EL students?
- Who will make accommodations decisions for ELs?
- How will these decisions be communicated to the SSD coordinator to ensure that they are inputted into the system?



Special Accommodations Procedure for the CT SAT School Day

REQUIRED FOR:

- Scribe
- Human Signer
Accommodation (*other than Signed Exact English*)
- Human Signer Passages
Accommodation (*other than Signed Exact English*)

**Deadline:
February 15, 2017**

This form requires the approval and signature of your District Test Coordinator and your Special Education Director.

PETITION FOR APPROVAL OF SPECIAL DOCUMENTED ACCOMMODATIONS 2016-2017

Student Name _____ (Last, First) SASID _____
 Date of Birth _____ Grade _____ District _____
 School _____ Date _____

Student has an: IEP ☐ Section 504 plan ☐ (If neither, stop here, student does not qualify)

Summative Assessment: Smarter Balanced ☐ CT SAT School Day ☐ CMT of CAPT Science ☐

Subject Area (select all that apply): ELA ☐ Mathematics ☐ Science ☐

Answer each of the following questions in Section I and II to determine if a student may qualify for special documented accommodations.

Guiding Questions: Respond to Each	Section I Response		Potential Special Documented Accommodation Needed
	YES	NO/NA	
1. Does the student's disability not allow the student to take the Smarter Balanced test online?	<input type="radio"/>	<input checked="" type="radio"/>	Print on Demand
2. Does the student's disability not allow the student to take the test online and also includes a documented print disability requiring Smarter Balance ELA passages read to them by a trained educator?	<input type="radio"/>	<input checked="" type="radio"/>	Read Aloud ELA Passages
3. Is this a student who is Blind or Deaf-Blind without adequate braille skills or technology skills requiring Smarter Balance ELA passages read to them by a trained educator?	<input type="radio"/>	<input checked="" type="radio"/>	Read Aloud ELA Passages
4. Is this a student who is Deaf, Hard of Hearing or Deaf-Blind requiring ELA or Math test items signed to them by a trained educator?	<input type="radio"/>	<input type="radio"/>	Human Signer Accommodation
5. Is this a student who is Deaf, Hard of Hearing with a Print Disability requiring ELA passages signed to them by a trained educator?	<input type="radio"/>	<input type="radio"/>	Human Signer Accommodation Passages
6. Does the student's disability prevent him/her from responding on a computer or on paper?	<input type="radio"/>	<input type="radio"/>	Scribe Accommodation
7. Does the student have a documented need to use specific hardware/software which is not compatible with the online testing platform?	<input type="radio"/>	<input checked="" type="radio"/>	Customized

PETITION FOR APPROVAL OF SPECIAL DOCUMENTED ACCOMMODATIONS 2016-2017

Student Name _____ (Last, First) Date of Birth _____ Grade _____

SECTION II respond to each of the following:

- Based upon responses in Section I explain how the needs of the student are currently being addressed during instruction. (use additional pages if needed)

2. Enclose a copy of the student's latest Individualized Education Program (IEP) or 504 plan which documents the use of the proposed accommodation(s) in the student's current instructional setting and for assessments.

3. Provide additional supporting documentation of the student's need for accommodation that further supports the need for the accommodation by providing evidence of conditions or characteristics described above. These may include the most recent psycho-educational, evaluation and physical therapy, speech/language, language communication plan etc.

4. List all document(s) provided.

Certification: We believe that the proposed documented accommodations are necessary in order for this student to participate in the Connecticut Summative Assessments.

Teacher Name _____ Print _____ Telephone Number _____
 Teacher Signature _____
 Special Education Director Name _____ Print _____ Telephone Number _____
 Special Education Director Signature _____
 District Test Coordinator Name _____ Print _____ Telephone Number _____
 District Test Coordinator Signature _____



Medical Exemptions

Medical Exemption for Connecticut SAT

Current Definition: In Connecticut, the exemption determination for a medical emergency rests primarily on the following criteria: **the student is unable to attend school and is medically/emotionally unavailable for homebound/hospitalized instruction.** Students who are hospitalized or homebound due to illness should be tested unless there are medical constraints. These students can have the test administered at home or in the hospital provided the test is administered by a certified school staff member who is fully trained in the proper test administration and security procedures for the Smarter Balanced Assessments, CMT/CAPT Science or CTAA.

For the Connecticut SAT, in order for a student to receive a medical exemption the following criteria must be met: the student is unable to attend school due to a medical/emotional reason on March 2, 2016 and on April 27, 2016. This will require a signature by the student's physician. Students who are approved by the CSDE for a medical exemption will be excluded from all participation, achievement, and accountability calculations.

The steps below must be completed to request consideration for a medical exemption.

Step 1 – Initial Contact:

The District Test Coordinator (DTC) contacts the Academic Office at the Connecticut State Department of Education (CSDE) after the statewide Connecticut SAT makeup date of April 27, 2016.

- Contact Joe Amenta - joseph.amenta@ct.gov (860-713-6855) or Janet Stuck - janet.stuck@ct.gov (860-713-6837).
- Provide the following information:
 - State Assigned Student Identification (SASID) number;
 - Student Name (last, first);
 - Date of Birth;
 - Grade;
 - Name of School, District, Approved Private Special Education Program or RESC; and
 - Reason for exemption.
- You will be notified if the student meets the initial criteria to be considered for medical exemption and whether to proceed to Step 2.

Step 2 – Medical Form:

Based on the result of Step 1, the DTC will receive the Emergency Medical Exemption Form. This form will include the name of the student who is seeking a medical exemption.

- The Emergency Medical Exemption Form must be signed by the student's attending physician.
- For the purposes of the CSDE Medical Exemption a physician must be a Doctor of Medicine or Osteopathy licensed to practice medicine or surgery according to Chapter 370 and 371 of the Connecticut General Statutes, or licensed to practice medicine in another state. For the purpose of determining a medical emergency, this means an attestation is required from an MD, DO, or Psychiatrist, an attestation from a social worker will not suffice.



STATE OF CONNECTICUT DEPARTMENT OF EDUCATION



2017 Emergency Medical Exemption Form For Connecticut SAT School Day

Date: _____

_____, Education Consultant
CT STATE DEPARTMENT OF EDUCATION
Performance Office
450 Columbus Blvd, 7th FLOOR
Hartford, CT 06103

Dear _____

_____ has been under my care since _____. This student is unable to attend school and is medically/emotionally unavailable for homebound/hospitalized instruction. This student will not be available to receive such instructional services on April 5, 2017 or April 25, 2017 or April 26, 2017.

Sincerely,

DOCTOR'S SIGNATURE

DOCTOR'S PRINTED NAME

Please Note: This form must be signed by a Doctor of Medicine or Osteopathy licensed to practice medicine or surgery according to Chapter .370 and .371 of the Connecticut General Statutes, or licensed to practice medicine in another state. For the purpose of determining a medical emergency, this means attestation required from an MD, DO, or Psychiatrist. Attestations from social workers will not suffice. For purposes of HIPPA, the parent must be the one to present and secure this attestation from the doctor.

CSDE 9-2011

Box 2219 • Hartford, Connecticut 06145
An Equal Opportunity Employer





CONNECTICUT STATE DEPARTMENT OF EDUCATION

For questions regarding accommodations contact:

Joe Amenta

(860) 713-6855

Joseph.Amenta@ct.gov

Janet Stuck

(860) 713-6837

Janet.Stuck@ct.gov



CONNECTICUT STATE DEPARTMENT OF EDUCATION



CONNECTICUT STATE DEPARTMENT OF EDUCATION

For questions about CT SAT administration contact:

Michelle Rosado

(860) 713-6748

Michelle.Rosado@ct.gov

SAT Web page:

www.sde.ct.gov/sde/sat



CONNECTICUT STATE DEPARTMENT OF EDUCATION